

2015 LSTA Application Guide

Public Library Development Team

Use the LSTA Application Guide and [LSTA Framework](#) to develop competitive and noncompetitive grant applications. Evaluate your application based on what the reviewer(s) will be rating. Competitive grants are reviewed by DPI staff and reviewed and rated by library peers. Noncompetitive grants are reviewed by DPI staff and the LSTA Advisory Committee. Reviewers evaluate grants in regard to each category's specific requirements in the [LSTA Information and Guidelines](#).

Project Need, Purpose, Outcome

Considerations

- Is the project need, purpose, and outcome(s) clearly documented and justified?
- Can realistic progress be made during the grant period?
- Will the target population(s) improve their skills, knowledge or behavior as a result of the project?
- How is change or impact recognized from beginning to end?
- How will the project continue after the LSTA grant period ends?

Project Need Examples

Target population(s):

- Accessibility--Rural residents of Dairy County living in poverty
- Technology--Member libraries of Sugar Maple Library System and their respective patrons

Identifiable need:

- Accessibility--Rural residents of Dairy County living in poverty have compromised access to library and information services
- Technology--Member libraries of Sugar Maple Library System have limited resources to individually purchase online databases and technology resources that meet community needs, therefore patrons are limited

Project Purpose Examples

Evidence of need:

- Accessibility--According to the Dairy County Economic Report and the Western Wisconsin Poverty Index, Dairy County has the following needs associated with its geo-demographics....
- Technology--Data from a survey completed by library directors of member libraries in Sugar Maple Library System shows limited local purchasing power in addition to high interest in collaborative purchasing....

Relevance to local/state planning documents:

- Accessibility--Wisconsin Public Library Standard 7 states that library services should be provided to all area residents, including patrons with special needs. In the case of Dairy County, this project seeks to improve services to rural residents living in poverty.
- Technology--The current Sugar Maple Library System 5 Year Planning Document emphasizes strategic improvement of technology resources and collaboration among member libraries in order to benefit all SMLS patrons.

Project Outcome Examples

- Accessibility--The intended outcome of this project is for rural and poor residents of Dairy County to identify increased awareness of library and information services by 25% and will show increased usage of library and information services by 25% as assessed by surveys given to a select group of resident participants before and after project.
- Technology--The intended outcome of the Sugar Maple Library System grant is to increase the offerings of online databases and technology resources of its member libraries in addition to increasing the usages of these collaboratively purchased items by patrons. Statistics gleaned from the system ILS before, during, and after will be used to measure database usage.

Project Components and Outputs

Considerations

- Are project inputs, activities, services, and outputs clearly identified? Does each component have a realistic measure? Are components evaluated in relationship to project outcome?
- Are appropriate agencies, staff, and potential users involved?
- Are responsibilities for implementation clearly assigned?
- Is the marketing plan to target population(s) well designed?
- How will project components be continued or sustained after the LSTA grant period ends?

Project Components and Outputs Examples

Early Literacy Input and Output

- Input--Cranberry Public Library will purchase 10 plastic tubs and 10 different thematic sets of early literacy materials to circulate amongst childcare centers in Galena and Trilobite counties.
- Output--Check out and hold statistics for these kits will be gleaned from the ILS in addition to collection of thumbs up/thumbs down input for each kit from childcare providers.

Early Literacy Activity and Output

- Activity--Robin Public Library, Wood Violet Public Library, and White Tail Deer Library System will jointly offer a regional workshop for librarians on the topic of makerspaces and community engagement.
- Output--Hits on the workshop website and number of workshop registrants will be used to measure interest in the topic.

Early Literacy Service and Output

- Service--Honeybee Library System will offer patron trainings at each member library on the topic of new online databases.
- Output--Pre- and post-training mini-surveys will be conducted to measure patron awareness and interest in each database.

Project Budget and Budget Narrative

Considerations

- Is the budget clearly stated and appropriate to the project?
- Does the budget narrative comply with grant category requirements?
- Is the budget accurate and allowable?

Project Budget Narrative Examples

Salaries, wages, and employee benefits:

- Literacy--The Forward Public Library will use LSTA funds and local funds in a 50/50 match to pay the wages of the adult services library assistant to work 10 extra hours per month during the grant project period. Wages will not supplant local responsibility.

Library Resources:

- Literacy--The Forward Public Library will use 15% of the project budget to purchase print, electronic, and audio books for adult literacy library programs, services, and the library collection. Books will be high-quality, multicultural, and in multiple languages (when possible).

(Continued) Project Budget Narrative Examples

Contractual Services:

- Literacy--The Forward Public Library will contract with the Hodag Bus Company to provide group transportation from target population neighborhoods to the library for adult literacy workshops, 1 per month for 6 months, and family literacy nights, 1 per month for 6 months, at a rate of \$100 per round trip.

Other Operating Expenditures:

- Literacy--The Forward Public Library will purchase 3 mobile whiteboards, whiteboard writing supplies, and 3 floor-standing directional signage easels for a total cost of \$2,500.

Capital Expenditures:

- Literacy--The Forward Public Library will rent 6 children's book character costumes from Badger Costume Rental for family literacy nights, 1 rental per event, at a rate cost of \$25 per rental, for a total of \$150.

Distribution of Funds:

- Literacy--The Forward Public Library will distribute funds to Sailor Public Library and Miner Public Library as collaborating library partners. Each library will receive \$1000 to purchase print, electronic, and audio books for adult literacy programs, services, and the library collection. Each library will measure circulation usage of purchased titles. Monthly in-person visits, biweekly phone calls/emails, shared Google spreadsheet, and invoice sharing will ensure that funds were used as intended.

Abstract

Considerations

- Does the abstract provide a general overview of the project purpose and intended outcomes?
- Does the abstract succinctly describe the project?

Abstract Examples

- Accessibility--Rural residents of Dairy County living in poverty have compromised access to library and information services. The "Dairyland Outreach and Access" grant will increase the awareness of and access to library and information services to these residents through transportation, programming, and resource development efforts. The "Dairyland Outreach and Access" grant will be administered by Farmland Public Library in collaboration with Grass Hills Public Library, Jersey Public Library, and local agencies.
- Technology--Member libraries of Sugar Maple Library System have limited resources to individually purchase online databases and technology resources that meet community needs, therefore patrons are limited. The "Sugar Maple Library System Shared Technology" grant will increase the offerings of online databases and technology resources of its member libraries in addition to increasing the usages of these collaboratively purchased items by patrons. The "Sugar Maple Library System Shared Technology" grant will be administered by the Sugar Maple Library System on behalf of its 22 member libraries and combined municipal service population of 450,000.